

781—8.4(12) Administrative procedures for accepting credit card payments.

8.4(1) The treasurer shall specify which credit cards may be accepted by state departments.

8.4(2) State departments shall follow the financial institution's procedures for accepting payments by credit card as described in the agreement between the treasurer and the financial institution and as specified in the operation and procedures manuals provided to the departments. The departments shall also use the equipment and supplies outlined in the agreement. If an agency fails to follow the procedures, the treasurer's office may revoke its authorization to accept credit card payments.

8.4(3) State departments shall follow the operating procedures for guaranteeing payment as outlined in the agreement between the treasurer and the financial institution and as specified in the operation and procedures manuals provided to the departments.